



Career Opportunity Bulletin

MARINE PATROL OFFICER

CODE: 9501 **PAY GRADE:** 20 **PAY RATE:** \$18.36 - \$24.34*

**Salary includes a \$0.85 per hour Market Pay Adjustment.*



Value of State's share of Employee's Retirement: 22.83% of pay

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$397.61 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$377.73 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$357.85 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$337.97 biweekly

OPEN DATE: September 1, 2015

Closing Date: Until Cancelled

JOB DESCRIPTION: This is investigative and protective services work involving the enforcement of marine resource conservation law, rules, regulations, and other laws within the jurisdiction of the Maine Marine Patrol. Responsibilities include patrolling an assigned coastal area by land and aboard patrol vessels, protecting marine resources, coastal property, and the public; enforcing applicable laws; and investigating complaints and incidents. MPO's are responsible for identifying buoy colors in order to work cases and testify in court proceedings.

MINIMUM REQUIREMENTS:

In order to qualify, you must:

- have a high school diploma or equivalent;
- be at least 21 years old by the time of appointment to the Maine Criminal Justice Academy -OR- can be only 20 years old and have completed an associate's Degree or 60 credit hours of post-secondary education.
- **have successfully passed the Maine Criminal Justice Academy's ALERT examination; (see below for scheduling)**
- **have successfully passed the Maine Criminal Justice Academy's Pre-Employment Physical Fitness Test within the past year; (see below for scheduling)**
- Candidate must have no criminal or extensive motor vehicle record. Proof of age (e.g. legible copy of birth certificate or driver's license) and a copy of your high school diploma or equivalent **MUST** accompany your application.
- have or be able to obtain a valid Maine Class C motor vehicle operator's license;
- be willing to locate **anywhere** within the State of Maine.
- MPOs are responsible for identifying buoy colors in order to work cases and testify in court proceedings.

Important notes:

- You must attach within the application:
 - proof of age (copy of birth certificate or driver's license);
 - a copy of your high school diploma or GED certificate;
 - **a letter from the Maine Criminal Justice Academy showing your ALERT examination score;**
 - **a letter from the Maine Criminal Justice Academy showing your Pre-Employment Physical Fitness Test results (date of test must be within a year of the closing date of this posting).**
- If you are only age 20, you **must** attach within the application proof of your Associate's Degree or completed 60 credit hours of post-secondary education.

FAILURE TO PROVIDE ANY OF THESE MATERIALS WILL RESULT IN FAILURE OF THE MINIMUM REQUIREMENTS.

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TESTING AND EVALUATION PROCESS:

GENERAL INFORMATION: Because of the responsibilities and authority of a Marine Patrol Officer, the examination process is extensive, thorough, and time consuming. This process is conducted by the Department of Marine Resources. The examination process involves multiple evaluation phases including a Physical Fitness Test (PFT) and the Alert Test to be administered by the Maine Criminal Justice Academy (MCJA) in Vassalboro, Maine. Applicants must contact MCJA at (207) 877-8000 in order to schedule the Alert Test and PFT. The Alert Test is held at the Academy on the 1st and 3rd Wednesday of the month. A minimum passing score of 37 is required. The PFT is also held on the 1st and 3rd Wednesday of each month. Applicants must score in the 40th percentile or above based on the Cooper Standards. Results of the Alert Test and PFT must accompany your application package (see application information). A Screening Interview will be held at the Department of Marine Resources in Hallowell.

The Department of Marine Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified

AUTOMATIC DISQUALIFIERS:

1. Have been found guilty of murder or any crime classified in Maine as a Class A, Class B, or Class C crime (any Felony) or a conviction for any equivalent crime in another jurisdiction outside the State of Maine;
2. Have been found guilty of any crime classified in Maine law as a Class D crime (misdemeanor with a maximum possible term of imprisonment of less than one year) or a conviction for any equivalent crime in another jurisdiction outside the State of Maine;
3. Have been found guilty of any of the following provisions of the Maine Criminal Code or a conviction for any equivalent crime in another jurisdiction outside the State of Maine:
 - * Chapter 15 (Theft);
 - * Chapter 19 (Falsification in Official Matters);
 - * Chapter 25 (Bribery and Corrupt Practices); or
 - * Chapter 45 (Drugs);
4. Must not have engaged in any conduct that is penalized in the State of Maine as Murder, Class A, Class B, Class C, or Class D crime, or any provision of the Maine Criminal Code, Chapters 15, 19, 25, or 45; or engaged in such conduct in another jurisdiction outside the State of Maine, unless that conduct is not punishable as a crime under the laws of that jurisdiction;
5. Have been found guilty of any crime that is a violation of the domestic abuse provisions of any state or federal statutes.
6. Have been found guilty of operating-under-the-influence (O.U.I.) of intoxicating liquor and/or drugs within the 10 years prior to application;
7. Have been adjudicated to have committed a 0.02 violation within the ten (10) years prior to application;
8. Illegally sold scheduled drugs or drugs which require a prescription;
9. Engaged in illegal drug use beyond what is considered as experimental;
10. Are currently abusing drugs or alcohol; or
11. Falsify or misrepresent a material fact when interviewed during the Background Investigation, or the Polygraph Examination, or on the Pre-polygraph questionnaire.

APPLICANT EXAMINATION PROCESS: Because of the responsibilities and authority of a Marine Patrol Officer, the examination and selection process is extensive and thorough. The complete testing process consists of multiple evaluation phases.

1. **ALERT TEST:** Applicants must take and pass the ALERT Test prior to applying to the Department of Marine Resources for the position of Marine Patrol Officer. The Alert Test may be scheduled by calling the Maine Criminal Justice Academy at (207) 877-8000. There is a \$50 fee for this test. Testing is scheduled for the first and third Wednesday of every month at MCJA in Vassalboro. This test must meet MCJA's minimum passing score for entrance into the Basic Law Enforcement Training Program. Test Questions are multiple choice and fall within the categories of Writing Skills and Reading Comprehension.

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2. **PHYSICAL FITNESS TEST (PFT):** Applicants must take and pass the PFT prior to applying to the Department of Marine Resources for the position of Marine Patrol Officer. The PFT may be scheduled by calling the Maine Criminal Justice Academy at (207) 877-8000. There is a \$35 fee for this test. Testing is scheduled for the first and third Wednesday of the month at MCJA in Vassalboro. The PFT is a pass/fail test. The PFT consists of three events: a one minute timed push-up test, a one minute timed sit-up test, and a 1.5 mile run. Standards for successful completion of the PFT are available upon request from MCJA.

You **MUST ATTACH YOUR PFT AND ALERT SCORE SHEETS** to your application

3. **APPLICATION EVALUATION:** Completed applications received at the Department of Marine Resources will be held in order to be considered for the next oral board. Applications are reviewed to verify that each candidate meets the established minimum requirements listed on the Career Opportunity Bulletin. Applicants who do not meet these requirements are disqualified from further consideration as candidates.

4. **SCREENING INTERVIEW:** To be held at a date to be determined.

All applicants successfully meeting the Minimum Requirements and passing the Alert Test and PFT will be scheduled for a Screening Interview. The Screening Interview is a structured interview that evaluates applicant's skills in the areas of Commitment & Independence; Judgment & Logic; Decision Making/ Decisiveness; Tact & Diplomacy; and Communication Skills. The Screening Interview is based on a scoring system of zero to four, with zero being unsatisfactory and four being outstanding. Applicants must obtain a final converted score of 80 or higher to continue on in the testing process. The Screening Interview counts as 100% of the final score and will determine the ranking structure of the Employment Register.

5. **EMPLOYMENT REGISTER:** To be established upon completion of the Screening Interview. Applicants who successfully pass all phases of the examination process will be placed on an Employment Register for this classification. Candidates remain active on this register for six (6) months beginning on the date that the register is finalized. Names will be drawn from this register for INTERVIEWS as positions become open.

NOTE: Each component of the Marine Patrol Direct Hire examination process must be completed successfully. Failure to successfully complete any component will result in disqualification from further consideration.

Employment is contingent upon the outcomes of a physical examination, polygraph examination, psychological examination and swim test. After a final interview, a job offer is made.

APPLICATION INFORMATION: You must complete a [State of Maine Direct Hire Application](http://www.maine.gov/nrsc/jobs/application.shtml) form available at the Natural Resources Service Center and all Maine Career Center Offices, and on our Web Page (<http://www.maine.gov/nrsc/jobs/application.shtml>). Or by contacting the NRSC personnel Office at 207-624-6370.

Be as complete as possible in describing education, training, and work experience (paid and unpaid) on your application. Additional sheets may be used; however, information must be in the same format as shown on the application form. The completed application form, including results of the Alert Test and Physical Fitness Test, birth certificate, driver's license, copy of high school diploma or equivalent, as well as proof of licensing/registration/certification, etc. must be sent to:

**Department of Marine Resources
Attn: Marine Patrol Pilot Supervisor, Steve Ingram
21 State House Station
Augusta, ME 04333-0021**

Telephone: (207) 624-6560, TTY: (207) 287-4474

Office located in the Marquardt Building on 32 Blossom Lane in Augusta

**PLEASE KEEP A COPY OF YOUR APPLICATION MATERIALS. WE ARE UNABLE TO PROVIDE COPIES OF SUBMITTED MATERIALS.
ALL INCOMPLETE APPLICATIONS WILL BE RETURNED.**

*The State of Maine is an Affirmative Action and Equal Opportunity Employer.
Qualified women and minorities are encouraged to apply.*